



Huron County Public Health

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8/6/2024 MEMO

TO: HURON COUNTY SCHOOLS

FROM: Kristian McCallen, MPH, Epidemiologist/Emergency Planner

RE: School Absentee Surveillance

CC: Tim Hollinger, MPH, Health Commissioner

Huron County Schools,

This is a reminder to start completing your online school absentee surveillance tracking when school begins. We use the information provided to detect possible adverse public health events in our community, specifically those affecting our youth. This school absentee surveillance is more important than ever as we deal with the unprecedented circumstances surrounding COVID-19. We would like to say thank you to all the schools that are already participating in our student absentee tracking and encourage those not participating to start this school year.

The link to the school absentee surveillance form is www.huroncohealth.com/school-absenteesurveillance; click on the School Data Entry button. You should be directed to a SurveyMonkey survey. Please be sure to complete all applicable fields and click the "done" button at the end of the survey to submit your response. This survey should be completed each day when students are attending school in-person. Additional instructions and a paper form to be used for tracking can be found attached to this memo.

For any questions, please call or email me at 567-244-3269/ kmccallen@huroncohealth.com. Or Nicole Marks at 567-244-3225/ nmarks@huroncohealth.com.

Thank you for your participation!

Huron County School Absentee Surveillance

Instructions for Submitting Data to Huron County Public Health

Daily Data Collection:

1. Every day, use the laminated form and a dry erase marker or a printed form to tally the number of students and staff that call in absent each day.
2. Write in *today's date*.
3. Write in the *school name*.
4. Write in the *total student population* and *total staff population* for the school.
5. As students/staff are called in sick, use tally marks to record the number in the *students called in sick* box and *staff called in sick* box.
6. If students are sent home, use tally marks to record the number in the *students sent home sick* box.
7. Have parents describe to you or on the school's absenteeism phone line/voicemail the symptoms of those students sick. Use tally marks to record each symptom described. **Note:** A student may have multiple symptoms in multiple categories, both are appropriate, so please record all symptoms reported in whichever category/categories they appear.
8. Record number of staff off with *confirmed COVID-19*.

End-of-Day Data Entry:

1. At the end of the day, open your internet browser.
2. Visit the following web address: www.huroncohealth.com/school-absentee-surveillance.
3. Click on the *School Data Entry* button. You should be directed to a SurveyMonkey survey.
4. Select what *school district* you are reporting for. Click *next*.
5. Select what *school* you are reporting for. Click *next*. (**Note:** if your school or school district is not an option, please select *other* and type the school name/district into the box provided. Your school/school district will be added to the available options).
6. Click on or enter the *date* you are reporting for.
7. Enter the *total student population*.
8. Enter the total number of tally marks recorded for the number of *students called in sick* and the *number of students sent home sick*.
9. Enter the total number of tally marks recorded for each *symptom* in each of the six categories.
10. Enter the *total staff population*.
11. Enter the *total number of staff out sick*.
12. Enter the *total number of staff off with confirmed COVID-19*.
13. Use the comment box to type in additional details about unknown illnesses, or to clarify entries. Please do not use student names, ages, or specific items/conditions that could be used as identifiers.
14. When all entries are completed, click *next*.
15. A page will appear confirming that all entries have been submitted. Data entry is now complete. Click *done*. Exit out of the browser.

Note: If school is closed or not in in-person session, no data should be entered for that date(s).

For questions, please contact Kristian McCallen at kmccallen@huroncohealth.com or 567-244-3269 or Nicole Marks at nmarks@huroncohealth.com or 567-244-3225.



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Today's Date is: _____

School Name: _____

Student Population Counts:

Total **Student** Population: _____

of **Students** Called in Sick: _____

of **Students** Sent Home Sick: _____

Student Symptoms:

Gastrointestinal: _____ Diarrhea _____ Food Poisoning _____ Stomach Flu _____ Stomach Pain _____ Vomiting _____ Nausea	Respiratory: _____ Cold _____ Cough _____ Respiratory Flu _____ Sinus _____ Sore Throat _____ Shortness or Breath or Difficulty Breathing _____ <i>Confirmed</i> COVID-19	Neurological: _____ Headache/Migraine _____ Passed Out _____ Seizure _____ Stiff Neck _____ New Loss of Taste or Smell
Rash: _____ Chicken Pox _____ Scabies _____ Other Rash	Constitutional: _____ Fever _____ Chills _____ Muscle/Body Aches/Pains _____ Fatigue	General: _____ Asthma/Allergies _____ Pink Eye _____ Runny Nose or Congestion _____ Strep Throat _____ Ear Infection _____ Unknown

Staff Absenteeism:

Total **Staff** Population: _____

of **Staff** Called in Sick: _____

of **Staff** Off – *Confirmed* COVID-19: _____

Comments: